

STUDENT NAME: _____
TRAINING SITE: _____

SS # _____

MEDICAL ASSISTING
Clinical/Laboratory Procedures
Performance Evaluation Score Sheet

Performance rating scale:

4 = highly skilled
3 = moderately skilled
2 = limited skill
1 = not skilled
0 = not skilled

Successfully demonstrated without supervision
Successfully demonstrated with limited supervision
Demonstrated with close supervision
Demonstration requires direct instruction and supervision
Student did not complete demonstration

A minimum score of 3 for each of the following performance skills must be achieved to meet State skill certification requirements.

	Date	4	3	2	1	0
CLINICAL PROCEDURES						
VITAL SIGNS						
1. Clean & Store Thermometer						
2. Demonstrate ability to take and read Oral Temperature						
3. Demonstrate ability to take Adult Ht/Wt						
4. Demonstrate ability to take Radial Pulse						
5. Demonstrate ability to take Apical Pulse						
6. Demonstrate ability to take Respirations						
7. Demonstrate ability to take Blood Pressure						
PHARMACOLOGY						
1. Demonstrate ability to use Physicians Desk Reference						
ADMINISTRATION OF MEDICATIONS						
1. Administer Oral Medications						
2. Demonstrate ability to Prepare an Injection from a Vial						
3. Demonstrate ability to Prepare and Injection from an Ampule						
4. Administer Intradermal Injection						
5. Administer Subcutaneous Injection						
6. Administer Intramuscular Injection						

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Medical Assisting
Performance Evaluation Score Sheet
Clinical and Laboratory Procedures

	Date	4	3	2	1	0
PATIENT HISTORIES & PHYSICAL EXAM						
1. Obtain accurate Patient History						
2. Obtain an Infant Ht, Wt, Head & Chest Circumference						
a. Measure Recumbent Length of Infant						
b. Weighing Infant						
c. Measure Head/Chest Circumference						
3. Demonstrate ability to Position and Drape Patients						
a. Horizontal and Dorsal Recumbent						
b. Prone						
c. Sims'						
d. Knee-chest						
e. Fowlers/Semi-Fowlers						
f. Lithotomy						
4. Assisting with the Physical Exam						
5. Set up/Assisting with/Special Exam						
a. GYN Exam/Pap Smear						
6. Demonstrate ability to Measure Vision						
a. Determine Color Vision Acuity by Ishihara Method						
b. Screen Visual Acuity with Snellen Chart						
7. Demonstrate ability to Administer Procedures for Eye/Ear						
a. Irrigate Ears and Eyes						
b. Instill Ear drops and Eye drops						
BASIC CONCEPTS OF ASEPSIS						
1. Perform Medical Aseptic Hand wash						
2. Perform Surgical Hand wash						

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Medical Assisting
Performance Evaluation Score Sheet
Clinical and Laboratory Procedures

	Date	4	3	2	1	0
SERILIZATION						
1. Sanitize and Disinfect Instruments						
2. Wrap Instruments for Autoclave						
3. Load and Operate Autoclave						
ASSISTING WITH BASIC MINOR SURGERY						
1. Open Sterile Pack						
2. Prep Patient Skin for Surgery						
3. Put on Sterile Gloves						
4. Assist with Minor Surgery						
5. Changing Sterile Dressing						
6. Remove Sutures						
7. Assemble Suture Tray						
8. Identify Instruments by name, use and category						
CPR & FIRST AID						
1. Obtain CPR Certification						
2. Properly Apply Bandaging and Ace Wraps						
a. Bandage in Recurrent Turn to Finger						
b. Bandage in Open or closed Spiral						
c. Figure-Eight Bandage to Hand & Wrist						
d. Cravat Bandage to Forehead, Ear, or Eyes						
e. Apply Triangular Bandage to Scalp						
f. Arm Sling						
CARE OF SPECIAL NEEDS						
1. Instruct Patient in Use of Crutches						
2. Instruct Patient in Use of Cane						
3. Instruct Patient in Use of Walker						
4. Assist Patient from Wheelchair to Exam Table						
5. Assist Patient from Exam Table to Wheelchair						

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Medical Assisting
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Clinical and Laboratory Procedures

	Date	4	3	2	1	0
LABORATORY PROCEDURES						
LABORATORY ORIENTATION						
1. Demonstrate Correct use of Microscope						
2. Collecting Specimen for Transportation to an Outside Lab						
ELECTROCARDIOGRAPHY						
1. Obtain a Standard 12 Lead EKG						
URINALYSIS						
1. Clean-catch Midstream Specimen Collection Instruction						
2. Chemical Testing Urine Using Multistix 10G Reagent Strips						
HEMATOLOGY						
1. Demonstrate Techniques for Obtaining Capillary Puncture						
a. Skin Puncture with Sterile Lancet						
b. Skin Puncture with Autolet						
2. Demonstrate Procedure for Obtaining Venipuncture						
a. Obtain Venous Blood with Vacuum Method						
b. Obtain Venous Blood Multiple Tubes						
3. Perform Microhematocrit from Finger Stick						
4. Perform Glucose from Finger Stick						
MICROBIOLOGY						
1. Obtain Culture Specimen (throat)						
2. Inoculate Culture Media						

Teacher's Signature

Date

Student's Signature

The instructor must keep this document on file for two years.